Connecticut Centralized Voter Registration System (CVRS)

User Manual for Town Clerks

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Contents

A. APPLICATION OVERVIEW

Description: The Centralized Voter Registration System (CVRS) is designed to standardize and centralize the registration of voters throughout the state to support online voter registration which will decrease voter fraud by identifying and eliminating duplicate entries. The system complies with the federal statutes of the Help America Vote Act (HAVA) and National Voter Registration Act (NVRA).

The Centralized Voter Registration System provides a user-friendly graphical user interface (GUI). Users can navigate through the screens by either using the scroll bar or by simply using tab strokes in a predefined order instead of using the mouse. Each screen has been designed to maximize efficiency and is designed to enhance usability. Data entry screens can have default values for specific fields and those values can be carried from record to record until the user changes the values. The system provides dynamic links for easy navigation between internal/external modules and data fields. Its functions include the adding and changing of voter registrations, compiling of statistics for NVRA, generation of Official Voter lists and other reports, and online inquiry of the entire statewide voter list.

B. INTRODUCTION

Description: The functionality allows authorized users to:

- Search for voters statewide

- Maintain Town Petitions

- Maintain Voter Petition History

- Maintain Absentee Ballots

- Inquire voter information

- Inquire Town Polling Place

- Inquire Voter Petition History

- Inquire Town Street

- Inquire Absentee Ballot voters

- Absentee Ballot Reports

- Alpha Voter Report

- Phone List

- Town Street List

- Phone List

- Labels

- Voter Registration Summary

- Generate reports

C. SYSTEM LOGIN

1. SYSTEM REQUIREMENTS

Description: The following are the system requirements to access the CVRS system:
1. Access to the Internet. 2. Access to a Web Browser: Internet Explorer, Google Chrome, Firefox etc. 3. Acrobat Reader for viewing PDF reports 4. Pop- up Blocker disabled. 5. Win Zip or other file compression utility to view Disk file

2. LOGIN

Description: This screen allows a Town Clerk to login into the CVRS system.
Figure 2.1 : CVRS Login

Figure 2.2 : CVRS Incorrect Password or Username

Button/ Link Functionality	
Login	Navigates to the CVRS Home Page upon successful validation of Username and Password
Clear	Clears the form entries

Process Flow:

The Town Clerk Login process entails the following steps:

1. Open your web browser and enter the Connecticut Centralized Voter Registration System (CVRS) web address in the address bar http://www.cvrs-sots.ct.gov

2. The CVRS Home Page will be displayed. (Refer Fig. 2.1)

3. Enter your "Username" and "Password" in respective fields and click the "Login" button to continue.

4. If you enter an incorrect Username and/or Password, you will receive a prompt stating that "Invalid username or password specified. Please try again". Click on the "OK" button and try again with correct username and password to login.
(Refer Fig 2.2)

D. ACTIVITIES

1. MAINTAIN TOWN DATA

1.0 TOWN PETITION- To add or delete petitions

Description: This screen allows toad New Petition or Delete previous petitions from the system.

Figure 1.1.1: Town Petition

Button/Links Functionality

Insert	Adds new petitions
Delete	Deletes previous petitions
Clear	Clears the form entries
Cancel	Ends the current operation and navigates to the previous page.
Logout	Logs out from the application and navigates back to the login screen

Process Flow:

The Town Petition process entails the following steps:

1. Login to the CVRS system as a Town Clerk.

2. In the main navigation menu under "Activities" tab, click on the "Maintain Town Data" tab.

3. Click on the "Town Petitions" tab under the expanded "Maintain Town data" menu.

4. You will be navigated to "Town Petitions" main screen. (Refer Fig. 1.1.1)

5. To Add New Petition:

   a. You must provide the election date and petition description. Click on the "Insert" button to continue.

   b. System will display a prompt stating "Are you sure you want to insert this record?" To end the current insert petition process click on "Cancel" or else Click on "OK" button to continue.

    c. System will display another prompt stating that "Petition Added successfully".

6. To Delete Petition:

    a. Select the petition from the petition list by clicking on the radio button placed next to the Petition record entries.

    b. Click on the "Delete" button to continue.

    c. System will display a prompt stating "Are you sure you want to submit the changes?"

    d. To end the delete process, click on the "Cancel" button or click on the "Ok" button to continue.

    e. System will delete the petition and display prompt stating "Petition Deleted Successfully".

7. Click on "Ok" button to finish the process.

2. SYSTEM

1.0 ADD USER

Description: This screen allows a Town Clerk to add the users in the system

Figure 2.1.1: Add User

Button/Links Functionality

Add	Adds New User into the system
Cancel	Ends the current process and navigates to previous page.

Process Flow:

The Add User process entails the following steps:

1. Login to the CVRS system as a Town Clerk.

2. Click on the "Systems" tab under "Activities" in the main navigation menu.

3. Click on the "Add User" button under the expanded "Systems" menu, you will be navigated to the "Add User" screen. (Refer Fig. 2.1.1)

4. Provide the Username in "User Identifier" field and Your Password in the "Password" field.

Note: The Username should be of at least 4 characters and more.

5. Click on the "Add" button to submit the add user request.

6. System will display a prompt stating that "The update to the system was successful".

7. Click on the "Add User" button displayed on the system prompt to finish the process and navigate back to Add User screen.

8. New user must login to the system with their Username to setup the password.

Note: The First Time (new user) must login to the system with the username provided to setup the password. (Please refer section 2.3.0 Maintain Password for more details.).

2.0 DELETE USER

Description: This screen will allow a Town Clerk to delete the user/s from the system.

Figure 2.2.1: Delete User

Button/Links Functionality	
Delete	Deletes the selected user
Cancel	Ends the current process and navigate to the previous page.

Process Flow:

The Delete User process entails the following steps:

1. Login as a Town Clerk into the CVRS system.

2. Click on the "Systems" tab under "Activities" from the main navigation menu.

3. Click on the "Delete User" tab from the expanded "Systems" menu and you will be navigated to the "Delete User" Screen. (refer Fig 2.2.1)

4. Select the user you would like to delete from the drop down list and enter your password in the Password Field.

5. Click on the "Delete" button and system will display a prompt stating "Are you sure you want to delete User?" Click on "OK" to continue.

6. System will display confirmation prompt "The update to the system was successful".

7. Click on the "Delete User" button displayed on the system prompt to finish the process and to continue. You will be navigated back to the "Delete User" page.

3.0 MAINTAIN PASSWORD

Description: This screen allows Town Clerk to change and maintain their password.
Figure 2.3.1: Maintain Password

Button/Links Functionality	
Change	Changes the password
Cancel	Ends the current process and navigates to the previous page.

Process Flow:

The Change Password process entails the following steps:

1. Login to the CVRS system with the valid username and password.

2. **First Time Users:**

   a. Login to the system with the Username. Upon successful login system will navigate you to the change password screen. (Refer Fig. 2.3.1)

   b. Enter your new password in the "New Password" and "Re-Type Password" fields.

   c. Click on the "Change" button to submit the change password request.

3. **Repeat User:**

   a. Upon successful login click on the "Systems" tab under "Activities".

   b. Click on the "Maintain Password" tab from the expanded "Systems" menu.

   c. Provide your old and new password information in the required fields.

   d. Click on the "Change" button to submit the change password request.

4. System will display the prompt stating "The Update to system was successful".

5. Click on the "Maintain Password" button displayed on the system prompt to finish the process and to continue.

6. You will be navigated to the "Maintain Password" page.

3. MAINTAIN VOTER HISTORY

1.0 PETITION HISTORY

Description: This screen allows Town Clerk to maintain (add/delete) the Voter's petition history.

Figure 3.1.1: Petition History

Button/Links Functionality

Update	Submits the changes
Insert	Inserts the Party history
Delete	Deletes previous history

Process Flow:

The Petition History process entails the following steps:

1. Login to the CVRS system as a Town Clerk.

2. Click on the "Maintain Voter History" tab under "Activities" in the main navigation menu.

3. Click on the "Petition History" tab from the expanded "Maintain Voter History" menu.

4. You will be navigated to the "Petition History- Search Voter" page.

5. Provide the search criteria (Last Name or Voter Id) and click on the "Search" button to initiate the search process.

6. Based on your search criteria system will display one-to-many search results.

7. Select the voter by clicking on the radio button displayed next to the record entries and click on the "Select" button to navigate to "Add Petition" page to add or delete Petition history. (Refer Fig. 3.1.1)

8. **To Add History:**

   a. Select the Petition from the drop down list.

   b. Click on the "Insert" button to add the history into the system

9. **To Delete Previous History:**

a. Select the previous Petition history by clicking on the Radio button displayed next to the previous history records.

b. Click on the "Delete" button to continue.

10. Click on the "Update" button to submit the changes and to continue.

11. System will display a prompt stating "The Update to Voter History was Successful".

12. Click on the "Maintain Voter Petition History" button displayed on the system prompt to continue.

13. You will be navigated to the "Petition History- Search Voter" page.

4. ELECTIONS
1.0 WHO VOTED

Description: This screen allows a Town Clerk to update the Voter election History by recording Who Voted in an election. The Town Clerk can update all voters listed on the Official Voter List and Supplemental List.

Figure 4.1.1: Who Voted

Figure 4.1.2: Who Voted Select Voter List

Figure 4.1.3: Voter Check off Screen

Button/Links Functionality

Select	Navigates to the selected voter List screen.
Details	Displays the selected list
Delete	Deletes the selected list
Back	Navigates back to the previous screen

Process Flow:

The Who Voted process entails the following steps:

1. Login to the CVRS as a Town Clerk.

2. Click on the "Elections " tab from the "Activities" menu

3. System will display an expanded "Election" menu.

4. Click on the "Who Voted" tab under the "Election" menu

5. You will be navigated to the "Who Voted" screen. (Refer Fig. 4.1.1)

6. Click on the Radio button to select either Official Voter List or Supplemental Voter List.

7. Click on the "Select" button to continue and you will be navigated to the "Select Voter List" screen. (Refer Fig. 4.1.2)

8. The "Select Voter List" screen has following functionality:

   a. **Delete List:** To delete the list you must select the List and click on the delete button.

   b. **Select List:** Select the list you would like to update and "Election type" from the drop down list and click on the "Select" button to continue.

9. System will display a "Voter List Check Off" screen. (Refer Fig. 4.1.3)

10. Update the "Voting Status" by checking off the appropriate "Voting" or "Absent" check box to update the information.

11. Click on the "Update" button on each page to save and update the list.

12. System will update the data.

2.0 ABSENTEE BALLOT

Description: This screen allows a Town Clerk to insert Absentee Ballot and update returned absentee ballot information.

Figure 4.1.1 : Add Absentee Ballot

Button/Links Functionality

Insert	Adds new Absentee Ballot

Delete	Delete Previous Absentee Ballot
Clear	Clears the form entries
Cancel	Ends the current operation and navigates to the previous page.

Process Flow:

The Absentee Ballot Process entails the following steps:

1. Login to the CVRS system as a Town Clerk.

2. Click on the "Elections" tab under "Activities" in the main navigation menu.

3. Click on the "Absentee Ballot" tab from the expanded "Elections" menu.

4. You will be navigated to the "Absentee Ballot- Voter Search" screen.

5. Provide the search criteria (Last Name or Voter Id) and click on the "Search" button to initiate the search process.

6. Based on your search criteria system will display one-to-many search results.

7. Select the voter by clicking on the radio button displayed next to the record entries and click on the "Select" button to navigate to "Add Absentee Ballot" screen to add or update Absentee Ballot information. (Refer Fig. 4.1.1)

8. **To Insert Absentee Ballot:**

   a. Click on "Insert" button and provide the required information.

   b. Click on the "Update" button to save the information.

9. **To update "Returned Absentee Ballots" information:**

   a. Enter the Returned Ballot information i.e. Return Type, Date Returned and Time Returned.

   b. Click on "Update" button to save the information.

E. INQUIRIES

1. VOTER INFORMATION

Description: This screen allows Town Clerk to search and view voter information.

Figure 1.1.1: Voter Search

Figure 1.1.2 : Select Voter

Figure 1.1.3: View

Button/ Link Functionality:

Search	Searches the voter information based on the desired search criteria.
Clear	Clears the form entries.
View	Views selected searched voter record.

Process Flow:

The Search and View Voter Process entails the following steps:

1. Login to the CVRS system as a Town Clerk.

2. Click on the "Voter Information" tab from the "Inquiries" menu.

3. System will display a Voter search page (Refer fig. 1.1.1)

4. You can search for existing voters locally or statewide by using following search criteria:

   - By Last Name only or by First Name only, or by Date of Birth Only OR

   - By any of the Last Name, First Name, and Date of Birth combination OR

   - By Voter Id OR

   - By Town and/or Street name

5. Enter your search criteria in the required fields and click "Search".

6. System will display one-to-many voter records based on the search criteria (Refer figure 1.1.2)

7. Select voter you would like to view by selecting the radio button at front of the

searched voter list.

8. Click on "View" button to view the profile.

9. System will display "View Voter" page. By default "Detail" tab will be opened. This page include following tabs: (Refer Fig. 1.1.3)

   a. Details

   b. Name History

   c. Address History

   d. Party History

   e. Audit History

   f. Election History

   g. Canvass History

   h. Correspondence History

   i. Memo History

10. Click on the desired tab to view voter information or click on "Back" button to navigate to the previous page.

2. ELECTION DAY INQUIRY

Description: This screen allows Town Clerk to view Voters information.
Figure 2.1: View Voter
Button / Link Functionality:
Search	Searches the desired voter information

View	Views the voter profile

Process Flow:

To view " Election Day Inquiry" :

1. Login to the CVRS as a Town Clerk.

2. Click on the " Election Day Inquiry" tab from the "Inquiries" menu

3. System will navigate to the "Voter Search" page.

4. Search for the existing voters locally or statewide by providing following search criteria:

   - By Last Name only or by First Name only, or by Date of Birth Only OR

   - By any of the Last Name, First Name, and Date of Birth combination OR

   - By Voter Id OR

   - By Town and/or Street name

5. Click on the "Search" button and system will display the searched results.

6. Select the voter by clicking on the radio button placed next to each record entries and click on the "View" button.

7. You will be navigated to the "View Voter" screen. (Refer Fig. 2.1)

8. You can view voter details by clicking on the different tabs. The "View Voter" screen includes following voter information tabs:

   a. **Details:** To display current name, address, party and status information of the voters.

   b. **Name History:** To display previous name history of the voters.

   c. **Address History:** To display previous address history of the voter

   d. **Party History:** To display any previous party history of the voters

   e. **Audit History:** To display all the changes made in to the voters record.

   f. **Election History:** To display any previous election history.

   g. **Canvass History:** To display previous canvass update

   h. **Correspondence History:** To display previous correspondence list. You can click on the "Generate Letter" button to view the selected letter or click on the "Delete" button to delete the selected correspondence history.

   i. **Memo History:** To display previous memo history

9. Click on the "Back" button to navigate back to Voter Search Page.

3. TOWN POLLING PLACE

Description: To search for town polling place based on Street Address or Districts.

Figure 3.1: Town Polling Place

Button/ Link Functionality:

Search	Searches for Polling Places based on information provided.
Clear	Clears the data entered.

Process Flow:

To view Town Polling Place:

1. Login to the CVRS as a Town Clerk.

2. Click on the "Town Polling Place" tab from the "Inquiries" menu.

3. You will be navigated to the Town Polling search screen (Refer Figure: 3.1)

4. Enter Street Address or District information as a search criteria and click on the "Search" button.

5. System will display the Polling Place information.

4. VOTER PETITION HISTORY

Description: To search and view selected voters Petition History.

Figure 4.1: Petition History

Button/ Link Functionality:

Search	Searches for Petition History based on the information provided.
Clear	Clears the form entries.

PROCESS FLOW:

To search for voter Petition History:

1. Login to the CVRS as a Town Clerk.

2. Click on the "Voter Petition History" tab from the "Inquiries" menu.

3. You will be navigated to the Voter Search Screen. Provide search criteria and click on the "Search" button.

4. System will display the list of voters based on the search criteria.

5. Select the Voter by clicking on the radio button and click on the "View" button.

6. System will display the "Petition History List" page. (Refer Fig. 4.1)

7. Click on "Back" button to navigate back to the Voter Search List page.

5. TOWN STREET

Description: To view current Town Street and District Information	

<table>
<tr><td>Figure 5.1 : Town Street</td></tr>
<tr><td></td></tr>
</table>

Button/ Link Functionality:

Search	Searches for Petition History based on the information provided.
Clear	Clears the form entries.

Process Flow:

The process to view Town Street and District information:

1. Login to the CVRS as a Town Clerk.

2. Click on the "Town Street" tab from the "Inquiries" menu.

3. You will be navigated to the Town Street page. (Refer Fig. 5.1)

4. Select "Street Name" from the drop down list and click on "Search" button.

5. System will display the State/Federal and Local level current District information associated with the Street address. (Refer Fig. 5.1)

F. REPORTS

1. ABSENTEE BALLOT

1.0 Absentee Ballot

Description: To view the list of Absentee Ballots issued to the voters.	
Figure 1.1.1: Absentee Ballot Report Selection Screen	

Figure 1.1.2 : Absentee Ballot Report

Button/ Link Functionality:	
Search	Searches for Petition History based on the information provided.

Clear	Clears the form entries.

Process Flow:

The process to view Absentee Ballot Report :

1. Login to the CVRS as a Town Clerk.

2. Click on the "Absentee Ballot" tab from the "Reports" menu.

3. You will be navigated to the Absentee Ballot report selection screen. (Fig. 1.1.1)

4. Enter the Election Date and Start and End Date to generate the report.

5. You must click on the "View" button to generate and view "Absentee Ballot" Report. (Refer Fig. 1.1.2)

OR

6. Click on the "Submit Request" to submit your report request and view it later from the Report Status Screen.

2.0 Mailing Address Label

Description: To view and print the Mailing address labels for the Absentee Ballots.
Figure 1.2.1: Mailing Address Label Report Selection Screen
Figure 1.2.2: Mailing Address Label

Jr Amy Smith
1 Main Street
Southington, CT 06489-0000

Fg Abigail K Smith IV
338 Moore Hill Drive
Southington, CT 06489-2930

Button/ Link Functionality:	
Search	Searches for Petition History based on the information provided.
Clear	Clears the form entries.
Process Flow:	

The process to view Duplicate Voter Name:

1. Login to the CVRS as a Town Clerk.

2. Click on the "Mailing Address Label" tab from the "Reports" menu.

3. You will be navigated to the Mailing Address Label report selection screen (Refer Fig. 1.2.1)

4. Make the selection and enter the Election Date to generate the report.

5. You must click on the "View" button to generate and view "Duplicate Voter Name" Report. (Refer Fig. 1.2.2)

<div align="center">OR</div>

Click on the "Submit Request" to submit your report request and view it later from the Report Status Screen.

3.0 Serial Number Label

Description: To print the labels for Absentee ballot serial numbers issued.

<div align="center">**Figure 1.3.1 : Serial Number Label Selection Screen**</div>

Figure 1.3.2: Serial Number Label Report

Button/ Link Functionality:

View	To view the report
Clear	Clears the form entries.
Submit Request	Submits the report request to view it later from the Report Status page

Process Flow:

The process to view Duplicate Voter Name:

1. Login to the CVRS as a Town Clerk.

2. Click on the "Serial Number Label" tab from the "Reports" menu.

3. You will be navigated to the Serial Number Label Selection screen. (Refer Fig. 1.3.1).

4. Select District and Enter Election Date to generate the report.

5. You must click on the "View" button to generate and view "Serial Number Label" Report. (Refer Fig. 1.3.2)

<div align="center">OR</div>

Click on the "Submit Request" to submit your report request and view it later from the Report Status Screen.

4.0 Electoral Label

Description: To view and print the Electoral Labels.

Figure 1.4.1: Electoral Label Selection Screen

Figure 1.4.2: Electoral Label Report

To be filled by Municipal Clerk before issuing			To be filled by Municipal Clerk before issuing	
NAME OF ELECTOR Sharma Sarika			NAME OF ELECTOR Smith Amy	
ELECTOR'S VOTING RESIDENCE (No. and Street) 100 Alyssa Court			ELECTOR'S VOTING RESIDENCE (No. and Street) 1 Main Street	
DATE OF ELECTION, PRIMARY OR REFERENDUM AT WHICH BALLOT IS TO BE CAST. 2012-04-24	PARTY (if primary) Democratic		DATE OF ELECTION, PRIMARY OR REFERENDUM AT WHICH BALLOT IS TO BE CAST. 2012-04-24	PARTY (if primary) Democratic
VOTING DIST. No. 002	CITY OR BOROUGH (if applicable) Southington		VOTING DIST. No. 003	CITY OR BOROUGH (if applicable) Southington

To be filled by Municipal Clerk before issuing	
NAME OF ELECTOR Smith Abigail K IV	
ELECTOR'S VOTING RESIDENCE (No. and Street) 338 Moore Hill Drive	
DATE OF ELECTION, PRIMARY OR REFERENDUM AT WHICH BALLOT IS TO BE CAST. 2012-04-24	PARTY (if primary) Unaffiliated
VOTING DIST. No. 005	CITY OR BOROUGH (if applicable) Southington

Button/ Link Functionality:

Search	Searches for Petition History based on the information provided.
Clear	Clears the form entries.
Submit Request	Submits the report request to view it later from the Report Status page
View	Generates and displays the report

Process Flow:

To view Electoral Labels:

1. Login to the CVRS as a Town Clerk.

2. Click on the "Electoral Label" tab from the "Reports" menu.

3. You will be navigated to the "Electoral Labels" selection criteria screen. (Refer Fig. 1.4.1)

4. Make you required selection to generate the report. Mandatory fields are marked as "*".

5. You must click on the "View" button to generate and view "Electoral Labels" (Refer Fig. 1.4.2)

<div align="center">OR</div>

Click on the "Submit Request" to submit your report request and view it later from the Report Status Screen.

2. ABSENTEE BALLOT SUMMARY

Description: This report displays the list of the Absentee Ballots by serial number for a town by a range of dates and for districts selected.

Figure 2.1: Absentee Ballot Summary Screen

Figure 2.2: Absentee Ballot Summary Report

ABSENTEE BALLOT SUMMARY REPORT - TOWN OF SOUTHINGTON
STATE DISTRICTS - ALL

VOTING DISTRICT	PRECINCT	BALLOT TYPE	BALLOTS ISSUED	BALLOTS RETURNED
003	00	OVERSEAS	1	0
003	00	PRESIDENT	1	1
006	00	PRESIDENT	2	2
003	00	REGULAR	1	1
005	00	REGULAR	1	1
010	00	REGULAR	1	0
002	00	90 DAYS	1	0
003	00	90 DAYS	1	1
005	00	90 DAYS	1	0
		TOTAL :	10	6

Button/ Links Functionality:

View	Generates and displays the report
Submit Request	Submits the report request to view it later from the Report Status page

Process Flow:

To view Absentee Ballot Summary:

6. Login to the CVRS as a Town Clerk.

7. Click on the "Absentee Ballot Summary" tab from the "Reports" menu.

8. You will be navigated to the "Absentee Ballot Summary" screen. (Refer Fig. 2.1)

9. Make you required selection to generate the report.

10. You must click on the "View" button to generate and view "Absentee Ballot Summary" Report. (Refer Fig. 2.2)

<div align="center">OR</div>

Click on the "Submit Request" to submit your report request and view it later from the Report Status Screen.

3. ALPHA VOTER LIST

Description: This Screen allows a Town Clerk to generate a report displaying all the voters for a town based on the selection criteria in the alphabetical order.

<div align="center">

Figure 3.1 : Alpha Voter List

</div>

Button/ Link Functionality:

View	Generates and displays the report
Submit Request	Submits the report request to view it later from the Report Status page
Clear	Clears the form entries

Process Flow:

To view the Alpha Voter List:

1. Login to the CVRS as a Town Clerk.

2. Click on the "Alpha Voter" tab from the "Reports" menu.

3. You will be navigated to the "Alpha Voter" report screen. (Refer Fig.3.1)

4. Make the required selection to generate the report.

5. You must click on the "View" button to generate and view "Alpha Voter" Report.

<div align="center">OR</div>

Click on the "Submit Request" to submit your report request and view it later from the Report Status Screen.

4. LABELS

Description: To view and print the labels

Figure 4.1: Labels selection screen

Figure 4.2: Labels

Button/ Link Functionality:	
View	Generates and displays the report
Submit Request	Submits the report request to view it later from the Report Status page

Process Flow:

To view the Labels:

1. Login to the CVRS as a Town Clerk.

2. Click on the "Labels" from the "Reports" menu.

3. You will be navigated to the "Alpha Voter" report selection screen. (Refer Fig. 4.1)

4. Make the required selection to generate the report.

5. You must click on the "View" button to generate and view "Alpha Voter" Report. (Refer Fig. 4.2)

<div align="center">OR</div>

Click on the "Submit Request" to submit your report request and view it later from the Report Status Screen.

5. PETITION LIST

Description: To view the current petition list of the town.

Figure 5.1:

PETITIONS LIST - TOWN OF SOUTHINGTON

S.No.	ELECTION DATE	DESCRIPTION
1	11/04/2008	Clifford Wallace-Thornton Jr---Green Party
2	12/12/2006	Tax Stabilization Referendum
3	11/04/2008	Working Families 80th State Rep Karen Houghtaling
4	08/12/2008	Primary Petition 80th State Rep Karen Houghtaling
5	11/04/2008	Baldwin-Castle-Constitution Parry
6	11/04/2008	Stephen E. D. Fournier-Green Party
7	11/04/2008	Phillies-Lion--libertarian
8	11/04/2008	Thomas L. Winn-Independent
9	11/04/2008	Ralph Nader - Gonzalez - Independent
10	11/07/2008	Charter Revision Petition Filing
11	03/08/2012	Education System
12	05/10/2009	The Fourth Pain
13	05/15/2009	The Second Pain
14	05/12/2009	The Fifth Pain
15	11/02/2004	Primary Petition

Button/ Link Functionality:	
View	Generates and displays the report
Submit Request	Submits the report request to view it later from the Report Status page

Process Flow:	

To view the Petition List:

1. Login to the CVRS as a Town Clerk.

2. Click on the "Petition List" from the "Reports" menu.

3. You will be navigated to the "Petition List" screen.

4. You must click on the "View" button to generate and view "Petition List" Report. (Refer Fig. 5.1)

<div align="center">OR</div>

Click on the "Submit Request" to submit your report request and view it later from the Report Status Screen.

6. PETITION VOTER DETAIL

Description: To view the list of voters for Town's petitions.

Figure 6.1: Petition Voter Detail Selection Screen

Figure 6.2: Petition Voter Detail

	For Petition : Clifford Wallace-Thornton Jr—Green Party						
V ID	**NAME**	**DOB**	**PTY**	**ADDRESS**	**ELECTION DATE**	**D/P**	
000968445	Blessing Jennifer E	04/28/1978	U	38 Brooklane Road	11/04/2008	001	
003397873	Miceli Michael C	01/10/1971	U	38 Brooklane Road	11/04/2008	001	
001681641	Stewart Catherine A	08/21/1950	D	132 Buckland Street	11/04/2008	002	
000261097	Ashcroft Brian S	04/09/1974	D	150 Burritt Street 3F	11/04/2008	012	
000959524	Folcik John E	07/24/1953	D	650 Burritt Street	11/04/2008	012	
000952682	Kilburn Lance R	01/23/1956	D	197 Butternut Lane	11/04/2008	004	
000950922	Fusco Josephine	11/15/1923	R	32 Chestnut Street	11/04/2008	003	
000948877	Vachon Dennis W	10/25/1960	D	355 Copper Ridge	11/04/2008	001	
003220390	Crocker Janet	08/28/1945	U	111 Debbie Drive	11/04/2008	006	
000956308	Larkin Kathy A	06/01/1956	R	167 Debbie Drive	11/04/2008	006	
003155663	Coonce-Ewing Christopher T	11/22/1969	D	110 Edgewood Circle	11/04/2008	011	
003223069	Ackerman Kurt D	04/01/1963	U	57 Evan Road	11/04/2008	001	
000959919	Hill Richard T	02/15/1950	D	175 Frost Street	11/04/2008	012	
003077071	Selmi Gabriel S	03/27/1965	R	122 Hart Acre Road	11/04/2008	003	
000970844	Heath Noreen A	02/02/1941	R	410 Main Street C	11/04/2008	003	
000970157	Rusiecki Dora V	12/12/1971	U	1397 Marion Avenue	11/04/2008	012	
000966968	Cervoni Lorraine M	10/24/1957	U	94 Mariondale Drive	11/04/2008	008	
000948010	Hoeger Judith L	10/19/1947	R	2344 Meriden-Waterbury Rd	11/04/2008	012	
003452421	Portfolio Caleb	10/31/1982	U	253 North Main Street	11/04/2008	006	
000957014	Cotton Leslie G	11/10/1945	R	625 Overlook Path	11/04/2008	006	
003557789	Nealon Jesse R	07/03/1975	U	181 Prospect Street	11/04/2008	003	
003536591	Lada Edward M	05/08/1967	U	18 Quaker Lane	11/04/2008	002	
000959895	Hubeny Roger A	10/20/1933	D	825 South Main Street	11/04/2008	002	
000964227	Mackay John S	06/26/1941	D	965 South Main Street	11/04/2008	002	
000966966	Argenta Joseph J	03/08/1921	U	60 South Road	11/04/2008	008	
000421978	Pechillo Leigh E	06/25/1969	D	8 Surrey Circle	11/04/2008	004	
000268624	Boyle John F	01/06/1934	D	914 Sweetheart Path	11/04/2008	006	
000957110	Deschaine William T	03/30/1923	D	35 Wheeler Village	11/04/2008	004	
000963912	Gurga Joseph J III	10/12/1954	D	100 Winding Ridge	11/04/2008	008	
000952416	Haigh James D	03/07/1943	R	170 Woodruff Street	11/04/2008	003	

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Button/ Link Functionality:

View	Generates and displays the report
Submit Request	Submits the report request to view it later from the Report Status page

Process Flow:

To view Petition Voter Detail:

1. Login to the CVRS as a Town Clerk.

2. Click on the "Petition Voter Detail" from the "Reports" menu.

3. You will be navigated to the "Petition Voter Detail" selection screen. (Refer Fig. 6.1)

4. Select the Petition/s for which you would like to view the voters' detail.

5. You must click on the "View" button to generate and view "Phone List" Report. (Refer Fig. 6.2)

OR

Click on the "Submit Request" to submit your report request and view it later from the Report Status Screen.

7. PHONE LIST

Description: This screen allows a Town Clerk to generate list of voters and their contact number.

Figure 7.1: Phone List

Button/ Links Functionality:

View	Generates and displays the report
Submit Request	Submits the report request to view it later from the Report Status page

Process Flow:

To view the Phone List:

6. Login to the CVRS as a Town Clerk.

7. Click on the "Phone List" tab from the "Reports" menu.

8. You will be navigated to the "Phone List" report screen. (Refer Fig. 7.1)

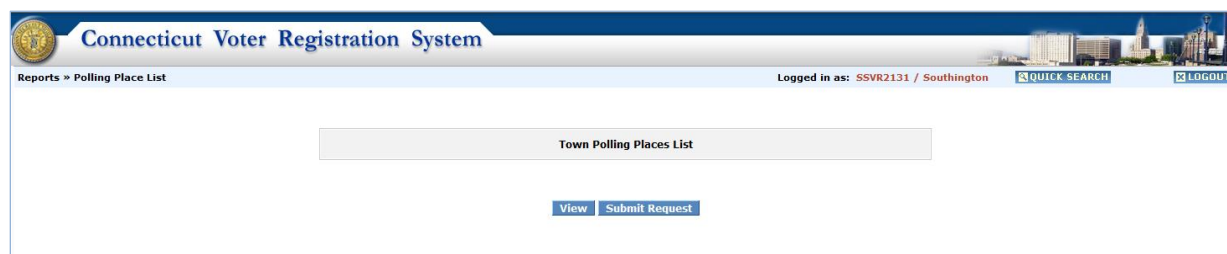9. You must click on the "View" button to generate and view "Phone List" Report.

<div align="center">OR</div>

Click on the "Submit Request" to submit your report request and view it later from the Report Status Screen.

8. POLLING PLACE LIST

Description: This screen allows a Town Clerk to generate list of Polling Places in the town.	

Figure 8.1: Town Polling Place List	

Button/ Links Functionality:	
View	Generates and displays the report
Submit Request	Submits the report request to view it later from the Report Status page

Process Flow:	

To view the Polling Place List:

1. Login to the CVRS as a Town Clerk.

2. Click on the "Polling List" tab from the "Reports" menu.

3. You will be navigated to the "Polling Place List" report screen. (Refer Fig. 8.1)

4. You must click on the "View" button to generate and view "Polling Place List" Report.

<div align="center">OR</div>

Click on the "Submit Request" to submit your report request and view it later from the Report Status Screen.

9. TOWN STREET LIST

Description: This screen allows a Town Clerk to generate a detailed Street- District report based on the different report selection options.

Figure 9.1: Town Street List

Figure 9.2: Town Street Report

Button/ Links Functionality:

View	Generates and displays the report
Submit Request	Submits the report request to view it later from the Report Status page

Process Flow:

To view the Town Street List:

1. Login to the CVRS as a Town Clerk.

2. Click on the "Town Street List" tab from the "Reports" menu.

3. You will be navigated to the "Town Street List" report screen. (Refer Fig. 9.1)

4. Make the required selection to generate the report.

5. You must click on the "View" button to generate and view "Town Street List" Report. (Refer Fig. 9.2)

OR

Click on the "Submit Request" to submit your report request and view it later from the Report Status Screen.

10. TOWN STREET DISTRICT LIST

Description: This screen allows a Town Clerk to generate a report based on the District Type to displays Street and District information.

Figure 10.1: Town-street District List

Connecticut Voter Registration System

Reports » Town Street Districts   Logged in as: SSVR2131 / Southington   🔍 QUICK SEARCH   ✖ LOGOUT

District Type:

View   Submit Request

Figure 10.2: Town Street-District Report

STREET LIST - TOWN OF SOUTHINGTON
Distrct Type: State

STREET NAME	DISTRICTS	STREET NAME	DISTRICTS
Academy Lane	003	Berlin Street	004
Academy Street	003	Berry Patch Way	006
Acre Way	010	Beverly Drive	008
Aircraft Road	010	Birch Street	009
Alder Lane	011	Birchcrest Drive	002
Alex Court	012	Birmingham Drive	008
Alice Lane	005	Bishop Avenue	003
Alpine Trail	012	Blatchley Avenue	001
Alyssa Court	004	Blossom Way	009
Amanda Lane	002	Blue Hills Drive	001
Amato Circle	008	Blueberry Court	006
Amber Lane	010	Blueberry Lane	003
Andrews Street	005	Boulder Ridge	010
Anne Road	012	Brandywine Place	011
Annelise Avenue	009	Brentwood Drive	008
Applegate Road	009	Briar Lane	004
Applewood Drive	005	Bridle Path Drive	001
April Lane	012	Brightwood Lane	006
Arlington Drive	004	Bristol Street	003
Arrow Head Lane	002	Brook Road	010
Ashwell Drive	011	Brooklane Road	001
Atkins Way	002	Brooks Street	003
Atwater Street Even:406-466	002	Brookside Drive	010
		Brookview Place	002
Atwater Street All:5-370 Odd:407-455	012	Brookwood Drive	009
		Brothers Way	010
Autran Avenue	003	Brownstone Drive	001
Autumn Drive	011	Bruce Avenue	006
Bagley Road	003	Buckland Street	002
Baldwin Circle	009	Budding Ridge	001
Barbara Lane	002	Buena Vista Drive	001
Barr Street	002	Burning Tree Drive	009
Bayberry Lane	005	Burr Court	008
Beacon Street	005	Burritt Street All:2-70	002
Beal Drive	008	Burritt Street All:71-697	012
Beecher Street	003		
Beechwood Drive	001	Burwell Avenue	003
Belleview Avenue	003	Butler Avenue	009
Belrose Street	003	Butternut Lane	004
Benny Drive	002	Cambridge Drive	004
Berkley Avenue	003	Canal Street Odd:7-503	002
Berkley Court	003		
Berlin Avenue All:1-139 Even:140-302	003	Canal Street Even:18-600	012
		Candlewood Lane	004
Berlin Avenue Odd:141-303	004	Canterbury Lane	001

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Button/ Links Functionality:

View	Generates and displays the report
Submit Request	Submits the report request to view it later from the Report Status page

Process Flow:

To view the Town Street-District List:

1. Login to the CVRS as a Town Clerk.

2. Click on the "Town Street- District" tab from the "Reports" menu.

3. You will be navigated to the "Town Street- District" report screen. (Refer Fig. 10.1)

4. Select the "district Type" from the drop down list.

5. You must click on the "View" button to generate and view "Town Street- District" List. (Refer Fig 10.2)
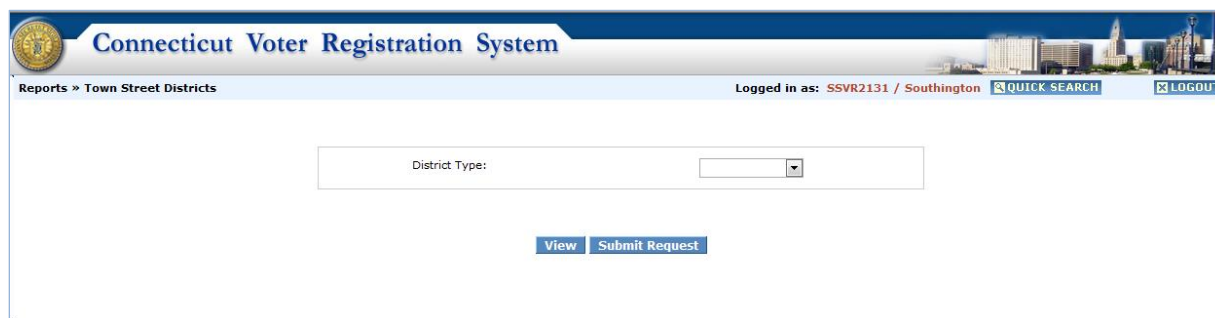
<div align="center">OR</div>

Click on the "Submit Request" to submit your report request and view it later from the Report Status Screen.

11. LABELS FOR PERMANENT ABSENTEE VOTERS

Description: To print labels for Permanent Absentee Voters.

Figure 11.1: Labels for Permanent Absentee Voters

Button/ Links Functionality:

View	Generates and displays the report
Submit Request	Submits the report request to view it later from the Report Status page

Process Flow:

To view Labels for Permanent Absentee ballot:

1. Login to the CVRS as a Town Clerk.

2. Click on the "Labels for Permanent Absentee Voters" from the "Reports" Menu.

3. You will be navigated to the "Labels for Permanent Absentee Voters" screen. (Refer Fig. 11.1)

4. Make required selection to generate the report.

5. You must click on the "View" button to generate and view "Labels for Permanent Absentee Ballot" report.

<div align="center">OR</div>

Click on the "Submit Request" to submit your report request and view it later from the Report Status Screen.

12.   PERMANENT ABSENTEE BALLOT

Description: This report displays the list of the Permanent Absentee voters in the town.

Figure 12.1: Permanent Absentee Ballot

Figure 12.2: Permanent Absentee Ballot Report

			TOWN OF SOUTHINGTON - PERMANENT ABSENTEE BALLOT REPORT			
			STATE DISTRICT : 001			
V ID	PTY	DOB	NAME	RESIDENCE ADDRESS	MAILING ADDRESS	2ND STREET NAME
003824830	D	09/16/1987	Davidow Eric E	40 Canterbury Lane Southington,CT 06489-4600		
000948857	R	09/15/1964	Leach Robert A Jr.	545 South End Road Plantsville,CT 06479-1828		

Precinct: 001-00 Total Voters: 2 D=1 R=1 U=0 O=0

District: 001 Total Voters: 2 D=1 R=1 U=0 O=0

Total Number of Voters: 2 Democrats: 1 Republicans: 1 Unaffiliated: 0 Others: 0

Button/ Links Functionality:

View	Generates and displays the report
Submit Request	Submits the report request to view it later from the Report Status page

Process Flow:

To view Permanent Absentee Ballot List:

1. Login as a Registrar into the CVRS system.

2. Click on the "Permanent Absentee Ballot" tab from the "Registrar Maintenance" Menu.

3. You will be navigated to the "Permanent Absentee Ballot" report screen. (Refer Fig. 12.1)

4. Make required selections to generate the report.

5. You must click on the "View" button to generate and view "Permanent Absentee Ballot" list. (Refer Fig. 12.2)

<div align="center">OR</div>

Click on the "Submit Request" to submit your report request and view it later from the Report Status Screen.

13.   REPORT STATUS

Description: This screen allows Town Clerk to view, print and delete the previous submitted reports at any time.

Figure 13.1: Report Status

Button/ Links Functionality:

Delete	Deletes the selected report
Reprocess	Resubmits the request for the "Failed" status reports
Refresh	Refreshes the screen and to update the report status.

Process Flow:

To view submit reports from the report status screen:

1. Login to the CVRS as a Town Clerk.

2. Click on the "Report Status" tab from the "Reports" menu.

3. You will be navigated to the "Report Status" screen. (Refer Fig. 13.1)

4. This screen has following functionalities:

   a. **View Report:** you can view report by clicking on the "Report Id" link.
   (Note: The Voter Id link will only be activated for the reports with "Complete" status")

   b. **Reprocess Button**: You can only reprocess the reports with the "Failed" status, for any other reprocess request system will generate the prompt.

   c. **Refresh Button**: This button will refresh the screen and will update the report status.

   d. **Delete Button:** Select the report you would like to delete and click on the "Delete" button.